



CHARGING AND REMISSIONS POLICY

INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

Activities without charge

There will be no charge for education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- Any children or parents who do not wish to contribute will not be treated any differently
- Where there are insufficient contributions to make the activity viable then the activity will be cancelled. Parents will be informed of this at the activity planning stage.

(The voluntary contribution to school fund is currently £2 per week)

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours which are not part of the National Curriculum i.e. Trips / Visits and visitors
- Day care facilities (See the EYC fee structure and charging policy)
- Volunteer run family groups and activities – a nominal contribution may be required towards the cost of resources, materials and refreshments. This will be agreed by the Head of Centre prior to the organisation of the group.

Optional Extras

Charges may be made for some activities which are detailed below:

- Education provided outside of school time that is not:
 - part of the early years foundation stage;

- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - part of religious education.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

REMISSIONS POLICY

There will be no board and lodgings charges for pupils whose parents/carers are receiving specified benefits. This is subject to change but usually equates to pupils being eligible for free school meals.

Charges for other 'chargeable activities' may be fully or partially remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Early Years Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

Details of remission arrangements will be stipulated when parents are advised of charges for individual activities.